

**DEPARTMENTS OF THE ARMY AND AIR FORCE**  
**Headquarters, Missouri National Guard**  
**Ike Skelton Training Site**  
**2302 Militia Drive**  
**Jefferson City, Missouri 65101-1203**

JFECC-J1

31 July 2002

MEMORANDUM FOR All State ADSW Managers

SUBJECT: Active Duty Special Work (ADSW) Tour Request – Assistant Operations Officer / J3A

1. Reference AR 135-200, Chapter 6.
2. Request active duty for special work (ADSW) tour for an O3.
  - a. Sponsor Unit : Joint Force Engineer Component Command.
  - b. Duty Location: Ft Leonard Wood or Kansas City, MO and Annette Island, AK.
  - c. Immediate Supervisor: JFECC J3.
  - d. Tour Dates: Start (O/A 18 Feb 03); End (O/A 19 Sep 03).
  - e. Length of tour: 214 days
  - f. Field Conditions: Field conditions apply while deployed to Annette Island.
  - g. Per-Diem: Yes for Missouri.
  - h. Billeting: Quarters in Missouri TBD. Quarters available at Annette Island.
  - i. OHA: Not authorized.
  - j. Rations: Rations non available in Missouri. Rations available at Annette Island.
  - k. Travel: Travel paid by IRT P&A funds sent to soldier's home state from NGB.
  - l. Dependent Travel Authorized: no.
  - m. Rental Car Authorized: no.

n. COLA: COLA authorized at garrison rate while deployed to Annette Island, AK.

3. Soldier qualifications:

a. Experience required: EN branch preferable but not required. Previous experience as an operations officer and experience with road construction desirable.

b. Skills/qualifications required:

c. Minimum military and civilian education required: BS Degree

d. Security clearance required: none

4. Project justification:

a. The project to be completed is serve as Assistant Operations Officer for a joint task force conducting road construction operations in Southeast Alaska.

(1) By 18 March, the soldier will have completed initial project inbrief and be familiar with the task force construction and safety SOPs.

(2) From 19 March thru 21 September, the soldier will work as the Asst J3 for the task force. Duties will include assisting the J3 with preparing the project CPM and preparing work estimates. The soldier will assist the J3 in supervising road construction operations to include preparing mission directives and conducting quality control / assurance. Coordinate with and assist the rotation engineer units. Serve as continuity platoon leader if required.

(3) This is an on-going IRT mission. Soldier may be rehired for next fiscal year based on job performance.

b. Assigned personnel, AGR, or DA Civilian, cannot accomplish this project because this is a joint task force conducting a mission IAW the parameters of the IRT program. No AGR personnel are assigned to this project.

c. The need for this project was created by DoD as part of the IRT program.

d. The project is vital to the function of this office and the ARNG for the following reason(s): This project is the largest IRT project currently being undertaken. Adequate staffing is vital to ensuring the success of this large undertaking.

5. Point of contact for this request is Jerry McDaniel, CPT, JFECC LNO 573-596-0131 ext 6-7320.

JERRY M. MCDANIEL  
CPT, EN, MOARNG  
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CF: NGB-ARO-O